Donations: NO collections of donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior approval of the First Existentialist Board of Directors.

Seating Capacity: Persons will not be permitted inside the building in excess of the established capacity of **200**. User may wish to count chairs to be sure there are a sufficient number (not to exceed the total capacity).

Smoking: The entire building is a smoke-free area. All participants must be informed of this. Smoking is permissible on the front steps of the building where "butt cans" are available.

A representative **of the Board of Directors may be present to see that these rules are carried out. This person has the authority to hold up the start of any event , or, if need be, to stop it at any time if infraction of these safety regulations are apparent.**

Cancellation by User: Should the User cancel the event covered by this contract, refund of the deposit must be negotiated with the Board of Directors.

Default: Should the User default in the performance of any of the terms and conditions of this contract, the Board of Directors may, at their option, terminate the contract, with refund of the deposit to be negotiated.

Copyright license: The securing and payment of copyright license fee(s) are the responsibility of the User. In addition, the User agrees to defend, indemnify and to hold harmless the First Existentialist Congregation against all claims, demands, costs and expenses 1st E. may sustain or incur by reason of infringement or violation of any copyright or proprietary right in connection with the permissions granted herein.

Act of God: Neither 1st E. nor the User shall be liable for failure to perform in the event that such failure is caused by or is due to acts or regulations of public authorities, labor difficulties, civil tumult, strike, epidemic or any similar or dissimilar cause beyond the control of 1st E. or the User.

Removal: User shall remove all scenery, costumes, equipment or other property brought into 1st E. immediately following final performance. Any storage arrangements between performances must be arranged and approved in advance.

Additional Regulations:

* All children must be attended by an adult anywhere within the building and on the grounds.

MORE⇒

No sales or money exchange (including donations) for alcoholic beverages. It jeopardizes our status. → Mary Anne Adams X
please sign

Contract- page 4 of 4

* Wall exhibits and displays must not be disturbed in any way.
* DO NOT move any light fixtures without permission. If permission is given, User will be responsible for returning lights to original position.
* Notices may be placed only on table in kitchen or bulletin boards.
* Chairs may be moved, but you must return them to row positions (see attached diagram). Do not place chairs over heat/AC registers in the center or along the walls.
* Damages should be reported immediately by phone (378-5570) or note to the congregation office. 404
* Heat and air conditioning - please follow directions posted near thermostat. All or some of your deposit will be retained if heat or AC left on after event.
* There is a phone located in the kitchen which may be used for brief LOCAL calls.
* Do not use the alley next to the building for any reason. It is a private drive for the houses next to us. Please be considerate when parking and leave the spaces in front of neighbors' houses available for them to use.

When you leave:

* Be sure to turn off heat or air-conditioning, as designated.
* If you used coffee or teapots, be sure they are unplugged and the stove is off.
* Turn off all lights except single light in alcove where light switches are located.
* Turn off ceiling fans. Switches are with light switches in alcove.
* Clean up all spills, decorations and trash both inside and outside.

TAKE ALL YOUR TRASH WITH YOU!
Do not leave it outside, as the dogs will get into it.

The First Existentialist Congregation of Atlanta reserves the right to impose additional rules and regulations which may be necessary for the best interests of First E., and such regulations shall be binding upon the User.

By signing this contract, renter acknowledges, understands and agrees to all conditions stated above.

AGREED

(CZAMT, Inc.)
Mary Anne Adams
X **Organization**

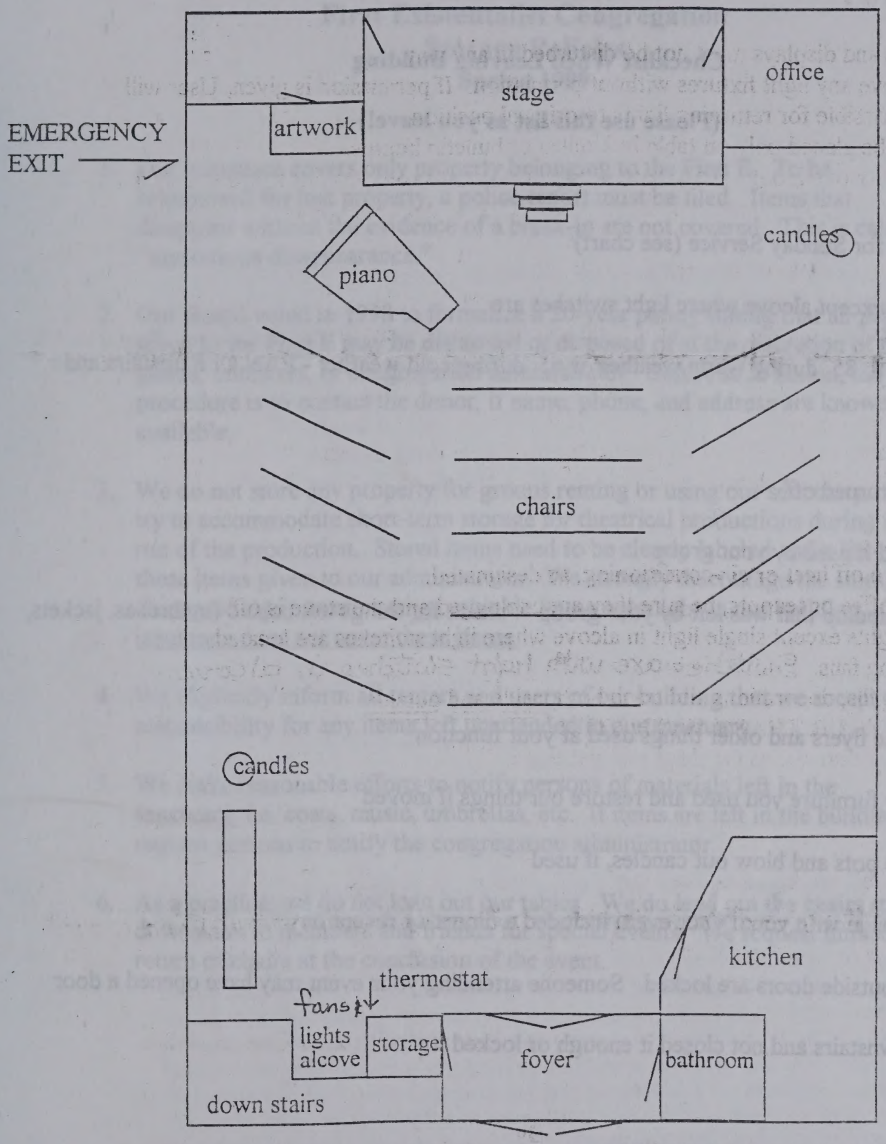
for First Existentialist Congregation

By Mary Anne Adams
Title Executive Director
Date 11-30-99

By Edith Kelman
Title Administrator
Date 12/1/99

Reminder: If any damage has occurred, if entire area not left clean & trash removed, **If heat or air-conditioning is left on following your event, you will forfeit your key deposit.**

Sanctuary Set-up



NOT DRAWN TO SCALE

MARCH 16, 1995

First Existentialist Congregation of Atlanta

Checklist When Leaving Building

(Please use this list as you leave!)

- Chair arranged for Sunday Service (see chart)
- **ALL** lights off except alcove where light switches are
- Thermostat up to 85 during warm weather or 65 during cold weather - FAN OFF upstairs and downstairs
- Overhead fans turned off
- Kitchen cleaned if used by your group
- All clutter cleaned up that was left by your group -- check for things left behind (umbrellas, jackets, etc.)
- Collect and take flyers and other things used at your function
- Put away other furniture you used and restore our things if moved
- Turn off coffee pots and blow out candles, if used
- Take your garbage with you if your event included a dinner or reception
- Make sure all outside doors are locked. Someone attending your event may have opened a door upstairs or downstairs and not closed it enough or locked it.

The more each group cleans up after itself, the longer we can continue to offer rent that doesn't include special custodial service after each event. If the A/C/Heat is left on following events, it could be on for days. This causes First E. to have enormous power bills, depending on the weather. Please be **sure** to check it before you leave. We don't want to charge extra for this, but we simply cannot afford to pay a large power bill ourselves and cannot be there to remind you. Fortunately, this rarely happens. Thank you for your help in making our building clean, pleasant, usable and affordable for all of us!

9-95

First Existentalist Congregation
Storage Policies
Spring 1999

1. Our insurance covers only property belonging to the First E. To be reimbursed for lost property, a police report must be filed. Items that disappear without the evidence of a break-in are not covered. This is called "mysterious disappearance."

2. Our Board voted in 1998 to formalize a 20-year policy stating that all property given to the First E may be disbursed or disposed of at the discretion of the guilds, ministers, or congregation administrator. Before such action, the procedure is to contact the donor, if name, phone, and address are known and available.

3. We do not store any property for groups renting or using our sanctuary. We try to accommodate short-term storage for theatrical productions during the run of the production. Stored items need to be clearly labeled and a list of these items given to our administrator. We strongly discourage the storage of electronic equipment or other valuable items overnight in our building. Our insurance does not cover these items.

4. We explicitly inform all renters and users of our building that we accept no responsibility for any items left unattended in our sanctuary.

5. We make reasonable efforts to notify persons of materials left in the sanctuary, i.e. coats, music, umbrellas, etc. If items are left in the building, we request persons to notify the congregation administrator.

6. As a practice, we do not loan out our tables. We do lend out the chairs stored downstairs to members and friends for special events. We request immediate return of chairs at the conclusion of the event.

CONTRACT

between

AGNES SCOTT COLLEGE

and

ZAMI, INC.

1. Agnes Scott College, a corporation, (hereinafter known as Agnes Scott), and ZAMI, Inc, (hereinafter known as ZAMI), for their mutual benefit make this agreement for the provision and use of the Agnes Scott College Woodruff Gym on the following dates:

Thursdays, 6:30 – 8:30 PM
February 26, 2004
March 11, 2004
April 15, 2004
Wednesdays, 5:30 – 7:30 PM
March 3, 2004
April 14, 2004
Saturdays, 1:00 – 2:30 PM
March 20, 27, 2004
April 3, 17, 24, 2004
May 1, 2004

for the purpose of basketball practice.

2. In addition to the Woodruff gymnasium, the following specific facilities will be provided:

Main floor locker rooms.

3. The following specific terms and conditions and provisions apply:

3.1 Agnes Scott College agrees to provide the facilities cited above on the specific dates mentioned above.

3.2 This agreement is made upon the express condition that Agnes Scott College, its trustees and employees shall be free from all liabilities and claims for damage and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of ZAMI, its agents or employees, or third persons brought to Agnes Scott's campus by or at the invitation of ZAMI, from any cause or causes whatsoever while in or upon the premises of Agnes Scott College or any part thereof during the term of this agreement and in connection with occupancy or use of the premises or any activity carried on by ZAMI or any group condoned and brought to Agnes Scott's campus by ZAMI hereby covenants and agrees to indemnify and save harmless Agnes Scott, its trustees and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, liabilities, claims, suits, or losses however occurring or damages growing out of same.

3.3 Agnes Scott College reserves the right to cancel the event due to inclement weather or any reasonable unforeseen or unavoidable circumstances. If the event is canceled by Agnes Scott College, Agnes Scott College shall refund any deposit paid to Agnes Scott College by ZAMI under this agreement. However, Agnes Scott College shall not be liable for any costs or expenses incurred by ZAMI as a result of a cancellation by Agnes Scott College, and, in consideration of Agnes Scott College making its gym available to ZAMI under this Agreement, ZAMI expressly waives and relinquishes any claim to such costs or expenses incurred as a result of such a cancellation.

3.4 Agnes Scott may in its sole determination and discretion, in addition to any other requirements, terms, and conditions, or covenants contained in this agreement, require ZAMI to furnish insurance coverages insuring in addition to ZAMI, Agnes Scott, and its related organizations, corporations, agents, servants, employees, customers, and invitees, against all liability and damages from any source that may or shall occur, as a result of or related to the actions, events, or matters set forth in this agreement, and such insurance shall be in such sums as Agnes Scott shall require, but not less than $1,000,000 liability coverage and $1,000,000 property damage coverage.

3.5 ZAMI agrees to use the facilities and services at the dates and manner stated herein and to compensate Agnes Scott as follows:

No charge for practice times

List special restrictions for use of building and/or rooms:

1. No food or drinks allowed inside the gymnasium.
2. A court manager will be present to monitor the activities.
3. All college activities have priority for use of the gym. ZAMI will be notified if gym becomes unavailable for scheduled practice.
4. ZAMI will call if they cancel a scheduled practice.
5. Waiver from to be signed by all participants at each practice.
6. Agnes Scott College Athletics is under contract with Coca- Cola. No competitor's products or logos may be displayed or visible during any rental events.

Confirmation or cancellation by ZAMI. Payment: ZAMI will pay after each practice.

3.6 Reimbursement will be made by ZAMI for all damage or breakage to property, furniture or fixtures by its agents, employees, or third persons brought to Agnes Scott's campus by or at the invitation of ZAMI, except for ordinary wear and tear occasioned by normal and intended use.

3.7 ZAMI agrees to keep and observe, and to cause its personnel and invitees to keep and observe such rules and regulations as may be required by Agnes Scott, which may be necessary for the proper and orderly use, means of ingress and egress, and care of the premises.

3.8 Agnes Scott will provide for security patrol for the period of the conference.

3.9 Regarding the use of alcohol on any part of this campus, the College expects you to abide by the laws of the State of Georgia in all respects.

William E. Gailey
Vice President for Business and Finance
AGNES SCOTT COLLEGE

BY: _____

DATE: 4/1/04

Beryl Jackson
ZAMI, INC.

BY: _____

DATE: 2/26/2004